

RS BOARD MEETING MINUTES

March 26, 2009

Board Meeting

The meeting of the NC State Board of Sanitarian Examiners was held on Thursday, March 26, 2009 at the Transylvania County Public Library in Brevard NC. Those in attendance were: Ann Gilstrap, Malcolm Blalock, Patricia Hawkins, Terry Pierce, Lynn Lathan, Sheila Nichols, Dr Burt Ogle and Janice Jones. Perry Solice and Layton Long were absent.

Called to Order – Chair Ann Gilstrap called the meeting to order at 10:16 a.m.

Conflict of Interest Statement – Chair Ann Gilstrap asked if any Board Member wishes to speak to the appearance of any actual or potential conflicts of interest. There were none stated. Ms. Gilstrap reminded Board members to recuse themselves when action on a staff member, family, or friend is under consideration by the Board. She also reminded Board members that they should refrain from participation in any discussions in which they may have a potential or existing conflict of interest.

Approval of Minutes - Janice Jones

Minutes for the February 6, 2009 meeting were sent to all Board Members.

Board Action: Dr Burt Ogle made a motion to approve the Minutes. Motion was seconded by Lynn Lathan. Terry Pierce pointed out that under the Administrative Assistant's Report that it should be 4 years instead of 5 years to complete the PH Law course. All votes affirmative to approve minutes as corrected.

Financial Report – Janice Jones

Janice Jones presented the Financial Report. Bank Balances as of March 23, 2009 were Checking account - \$975.63, Money Market account - \$20,938.65, Share account - \$34.22 and STIF account - \$35,028.00. Total of these accounts are \$56,976.50.

Board Action: Terry Pierce made a motion to accept the Financial Report. Motion was seconded by Patricia Hawkins. All votes affirmative.

Chair's Report – Ann Gilstrap

Ann Gilstrap reported that she has appointed Layton Long to the Audit Committee and Sheila Nichols to the Education Committee. There was some discussion on HB 617 and conflicts of interest. She reminded Board members that all records from investigations should be sent to Janice for record keeping. Audit of Renewals was completed. Chair Gilstrap reminded Board Members that the deadline for Statement of Economic Interest is April 15, 2009.

Vice Chair's Report – Terry Pierce

Terry Pierce expressed concerns that CIT was experiencing a very low number of interns to sign up. He made the Board aware that the Division could not hold the training for only 5 people at a time, and that unless enrollment increased, the training would have to be delivered in some other manner. Several legislative bills were discussed.

Secretary-Treasurer's Report – Malcolm Blalock

Malcolm Blalock reported that the Renewal Application was being revised. He is working on an updated contact list for Board Members. Audit Committee conducted an audit and found no exceptions except for three missing receipts.

Administrative Assistant's Report - Janice Jones presented an annual report from Tobin Shepherd, web master and new contract. Renewal requirements for active duty RSs were discussed. PH Law Course list is being compiled and will be sent to Board Chair. RS Interns who are becoming unemployed were discussed.

Recessed for Lunch at 1:18 p.m.

Reconvened at 1:48 p.m.

Education Committee Report – Patricia Hawkins

Patricia Hawkins, Education Committee Chair presented the Education Committee Report.

Intern Applications

| <u>Name</u> | <u>County</u> | <u>Degree</u> | <u>University</u> |
|--------------------|---------------|---------------|-------------------|
| Robert Adam Nobles | Bladen Co | BS Biology | UNC-Pembroke |

Board Action: Recommendation from Education Committee to approve RS Intern status to the above named individual. All votes were affirmative.

INTERNS ELIGIBLE FOR RS STATUS

| <u>Name</u> | <u>County</u> | <u>RS #</u> | <u>Date Eligible</u> |
|-----------------|----------------|-------------|----------------------|
| Kenneth Michaud | Catawba Co | 2259 | 2/24/09 |
| Autumn Watson | Mecklenburg Co | 2241 | 4/11/09 |
| William W. Mize | DENR | 2253 | 4/25/09 |
| Matthew S. Cook | Clay Co | 2243 | 4/30/09 |
| Andrew Daywalt | Rowan Co | 2244 | 4/30/09 |
| Bryan Hubbard | Haywood Co | 2250 | 5/29/09 |
| Peter Hight | Warren Co | 2256 | 6/01/09 |
| Jason Warrick | Wayne Co | 2257 | 6/01/09 |

Board Action: Recommendation from Education Committee to grant RS status to the above named individuals who have met or will meet all requirements on the listed effective date. Terry Pierce abstained from voting on the one from DENR. Lynn Lathan abstained from voting on the one from Mecklenburg County. All votes affirmative.

The following Continuing Education Requests for 2008 were reviewed by the Board:

| <u>Course Number</u> | <u>Name of Education/Training</u> | <u>Organization Sponsor</u> | <u>City</u> | <u>State</u> | <u>Start Date</u> | <u>End Date</u> | <u>Recommended Approval</u> |
|----------------------|--|------------------------------|-------------|--------------|-------------------|-----------------|-----------------------------|
| 08267 | Community Hurricane Preparedness IS00324 | FEMA | Online | | Various | | 3.00 |
| 09004 | Seminar on Compostible Plastics | NC Composting Council | Greensboro | NC | 2/19/09 | 2/19/09 | Not relevant |
| 08336 | 58th Annual Pest Control Technician's School | NC Pest Control Asn/ NCSU | Raleigh | NC | 1/22/08 | 1/23/08 | 4.75 |

Board Action: Recommendation from Education Committee to approve all of the above requests with the exception of the one noted as not relevant. All votes affirmative.

The following Continuing Education Requests for 2009 were reviewed by the Board:

| <u>Course Number</u> | <u>Name of Education/Training</u> | <u>Organization Sponsor</u> | <u>City</u> | <u>State</u> | <u>Start Date</u> | <u>End Date</u> | <u>Recommended Approval</u> |
|----------------------|--|-----------------------------------|----------------|--------------|-------------------|-----------------|-----------------------------|
| 09020 | 3rd Annual Life or Meth Conference | Southern Regional AHEC | Fayetteville | | 3/19/09 | 3/20/09 | 1.00 |
| 09021 | NC Env/CDP Meeting | CDP | Burlington | | 1/22/09 | 1/22/09 | 4.00 |
| 09022 | Local Programs Erosion & Sedimentation Control | NCDENR/WRI | Southern Pines | | 1/27/09 | 1/28/09 | 9.50 |
| 09023 | Integrated Toxicology & EH Program Graduate Lecture Series | Duke Univ Toxicology & EH Program | Durham | | 1/9/09 | 4/24/09 | 15.00 |

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|-------|---|--|------------------|--|---------|---------|---------------------|
| 09024 | Managing Toxic Risks for Global Health | Duke Univ Toxicology & EH Program | Durham | | 2/20/09 | 2/20/09 | 5.50 |
| 09025 | Drill Site Safety Refresher | NCDENR DWQ | Kinston | | 1/23/09 | 1/23/09 | 2.75 |
| 09026 | 2009 Water System Seminar | Franklin Electric | Various | | Various | | 4.25 |
| 09027 | CSI Basic Water Treatment Seminar | CSI Water Treatment Systems/Drillers Service Inc | Various | | Various | | 6.75 |
| 09028 | The Facts & Myths of Disinfectants | Women's Voices for the Earth | Video Conference | | 2/4/09 | 2/4/09 | 1.00 |
| 09029 | S-290 Unit 8: Keeping Current with the Weather | UCAR/COMET | Online | | 2/9/09 | 2/9/09 | Denied on relevance |
| 09030 | The Very Small Groundwater Systems Seminar | NCWOA | Wilson | | 6/18/09 | 6/18/09 | Need timed agenda |
| 09031 | Regional EPI Team Conference | PHRST 3 | Lillington | | 2/27/09 | 2/27/09 | 4.50 |
| 09032 | Virginia Graeme Baker Pool & Spa Safety Act Presentation | Johnston Co EH | Smithfield | | 2/11/09 | 2/11/09 | 2.00 |
| 09033 | ICS 400 | Southwestern CC/PHRST 6 | Cherokee | | 1/15/09 | 1/16/09 | 9.50 |
| 09034 | Regional Meeting | NCDENR | Reidsville | | 2/26/09 | 2/26/09 | 2.00 |
| 09035 | NC EPI Team Training Curriculum | NC Center for Public Health | Online | | Various | | 8.50 |
| 09036 | OSHA 8 Hr Annual HAZWOPER Refresher | Safety Compliance Management Inc | Online | | Various | | 8.00 |
| 09037 | 2009 NC Dairy Foods Safety & Quality Conference | NCDENR/NC Dairy Producers | Salisbury | | 2/23/09 | 2/23/09 | 2.00 |
| 09038 | 58th Annual NC Dairy Conference | NC Dairy Producers/NCSU Extension | Salisbury | | 2/24/09 | 2/24/09 | 2.50 |
| 09039 | 2009 NC State Health Director's Conference | NCDPH/NCLHD | Raleigh | | 1/22/09 | 1/23/09 | 7.00 |
| 09040 | Swimming Pool Spa Operators Course(1Day) | The Pool Professor | Various/1 Day | | Various | | 6.25 |
| 09041 | Swimming Pool Spa Operators Course(2 Day) | The Pool Professor | Various/2 Day | | Various | | 12.25 |
| 09042 | Mountain District EH Educational Meeting | Mountain District EH | Marion | | 3/18/09 | 3/18/09 | 5.00 |
| 09043 | Fundamentals of Groundwater Hydrology | NCSU | Raleigh | | 3/4/09 | 3/6/09 | 25.00 |
| 09044 | TECH 100: Basics of On-Site Sewage | NCSU | Various | | Various | | 5.75 |
| 09045 | Install 100: Installation of the Basic Gravity System | NCSU | Various | | Various | | 6.50 |
| 09046 | Install 110: Installation Field Practicum for Basic Gravity Systems | NCSU | Various | | Various | | 6.00 |
| 09047 | 25th Annual Onsite Water Conference | NCSU | Raleigh | | 4/29/09 | 5/1/09 | 15.00 |
| 09048 | Design 220: Pump System Design | NCSU | Raleigh | | 5/19/09 | 5/19/09 | 6.00 |
| 09049 | Design 225: Low Pressure Pipe System Design | NCSU | Raleigh | | 5/20/09 | 5/20/09 | 6.00 |
| 09050 | Design 500: Advanced Design | NCSU | Raleigh | | 5/21/09 | 5/21/09 | 6.00 |

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|-------|--|-----------------------------------|----------------|--|---------|---------|----------------------------|
| | Lab | | | | | | |
| 09051 | Design 425: Drip Dispersal Design for NC Proprietary Systems | NCSU | Raleigh | | 5/19/09 | 5/20/09 | 11.50 |
| 09052 | Design 426: Design of Large Drip Dispersal Systems | NCSU | Raleigh | | 5/21/09 | 5/21/09 | 6.00 |
| 09053 | O&M 100: Subsurface WW Operator Training School (3 days) | NCSU | Various | | Various | | 15.00 |
| 09054 | Install 200: Installation of Grade 2 Systems | NCSU | Various | | Various | | 5.50 |
| 09055 | Install 300/400: Installation of Advanced Systems | NCSU | Various | | Various | | 6.00 |
| 09056 | Design 210: Flow Equalization & Timed Dosing | NCSU | Boone | | 8/18/09 | 8/18/09 | 6.00 |
| 09057 | Design 200: On-Site System Layouts | NCSU | Fletcher | | 9/24/09 | 9/24/09 | 6.00 |
| 09058 | Central NC EH Supervisors Association Quarterly Meeting | CNCEHSA | Asheboro | | 3/12/09 | 3/12/09 | 2.00 |
| 09059 | Environmental PH Tracking 101 | CDC/NEHA | Online | | Various | | 4.00 |
| 09060 | EH Training in Emergency Response | CDC/NEHA | Online | | Various | | 12.00 |
| 09061 | National PH Performance Standards | CDC/NEHA | Online | | Various | | 4.00 |
| 09062 | Biology & Control of Insects & Rodents | CDC/NEHA | Online | | Various | | 12.00 |
| 09063 | 15th Annual Gold Star Grower Workshop | NC Dept of Labor | Raleigh | | 1/28/09 | 1/28/09 | Denied on relevance |
| 09064 | NC Ground Water Assoc CE Class | NCGWA | Asheville | | 4/17/09 | 4/17/09 | Description & not relevant |
| 09065 | NC Ground Water Assoc CE Class | NCGWA | Wilson | | 4/24/09 | 4/24/09 | Description & not relevant |
| 09066 | Installer Training | ARHS | Elizabeth City | | | | 5.50 |
| 09067 | EDNCPHA EH Section Program | EDNCPHA EHS | New Bern | | 5/7/09 | 5/7/09 | 6.00 |
| 09068 | Inspire, Influence & Inform: Improving Communication Skills | SOP | Various | | Various | | 12.50 |
| 09069 | EDNCPHA - PH in NC Present & Future | EDNCPHA | New Bern | | 5/6/09 | 5/6/09 | Denied on relevance |
| 09070 | EDNCPHA - PH Incubator Program | EDNCPHA | New Bern | | 5/6/09 | 5/6/09 | Denied on relevance |
| 09071 | EDNCPHA - MRSA Prevention at Pitt Memorial Hospital | EDNCPHA | New Bern | | 5/6/09 | 5/6/09 | 0.75 |
| 09072 | EDNCPHA - Panel Presentation & Discussion | EDNCPHA | New Bern | | 5/6/09 | 5/6/09 | Denied on relevance |
| 09073 | EDNCPHA - Rocky Mountain Spotted Fever/Rabies Control | EDNCPHA | New Bern | | 5/8/09 | 5/8/09 | 1.00 |
| 09074 | EPA Lead Safe Remodeling & Renovation Train the Trainer | Alliance for Healthy Homes/NCDENR | Raleigh | | 2/26/09 | 2/27/09 | 12.50 |
| 09075 | NC EH Supervisors Annual Spring Educational Meeting | NCEHSA | Aberdeen | | 4/22/09 | 4/24/09 | 11.00 |
| 09076 | IS 00800.B National Response Framework | FEMA | Online | | Various | | 3.00 |
| 09077 | Anatomy & Physiology of an Outbreak Team | NCCPHP | Online | | Various | | 1.00 |

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| 09078 | Mapping for Surveillance & Outbreak Investigation | NCCPHP | Online | | Various | 1.00 |
| 09079 | Rapid Needs Assessment & GIS | NCCPHP | Online | | Various | 1.00 |
| 09080 | Introduction to GIS | NCCPHP | Online | | Various | 0.50 |
| 09081 | Infectious Disease Surveillance Using GIS | NCCPHP | Online | | Various | 0.50 |
| 09082 | Role of the Public Health Laboratory | NCCPHP | Online | | Various | Pending |
| 09083 | Intro to the State PH Laboratory #1 | NCCPHP | Online | | Various | Pending |
| 09084 | NC Communicable Disease Law | NCCPHP | Online | | Various | Pending |
| 09085 | Intro to Communicable Disease Law Part 1 | NCCPHP | Online | | Various | Pending |
| 09086 | Laboratory Diagnosis:Molecular Techniques | NCCPHP | Online | | Various | Denied on relevance |
| 09087 | Laboratory Diagnosis:An Overview | NCCPHP | Online | | Various | Denied on relevance |
| 09088 | Interviewing Techniques | NCCPHP | Online | | Various | 1.00 |
| 09089 | Embarking on an Outbreak Investigation | NCCPHP | Online | | Various | 1.00 |
| 09090 | Developing a Questionnaire | NCCPHP | Online | | Various | 1.00 |
| 09091 | Collecting Specimens in Outbreak Investigations | NCCPHP | Online | | Various | 1.00 |
| 09092 | An Overview of Outbreak Investigations | NCCPHP | Online | | Various | 1.00 |
| 09093 | Conducting EH Assessments | NCCPHP | Online | | Various | 1.00 |
| 09094 | Conducting Traceback Investigations | NCCPHP | Online | | Various | 1.00 |
| 09095 | Recognizing Disaster Behavior Response | NCIPH | Other | | Various | 2.50 |

Board Action: Recommendation from Education Committee to approve all of the above requests with the exception of those noted as denied, need timed agenda or pending. All votes affirmative.

Policies – Malcolm Blalock

The following policies were presented for consideration:

- *Registration Cards Policy* was presented. After some discussion, changes were made.
- *Executive Committee Policy* was presented. Revisions to be made
- *Education Committee Policy* was presented. Some revisions were made.
- *Part-time RS Interns Policy* was presented. Some changes were made.

Board Action: Malcolm Blalock made a motion to approve the Registration Card Policy as amended. Motion was seconded by Burt Ogle. All votes affirmative.

Board Action: Malcolm Blalock made a motion to approve the Education Committee Policy as amended. Motion was seconded by Lynn Lathan. All votes affirmative.

Board Action: Malcolm Blalock made a motion to approve the Part-time RS Interns Policy as amended. Motion was seconded by Lynn Lathan. All votes affirmative.

Legislative Report – Malcolm Blalock

Malcolm Blalock reported that Layton Long had talked with Senator Bingham. SB 834 has been introduced and seems to have strong support.

SOP

There was some discussion concerning what issues the Board wants taught at the SOP Law Course. Also discussed other course offerings.

Next Board Meeting

Next RS Board meeting is scheduled for June 25, 2009 at 2728 Capital Blvd in Raleigh NC. RS Exam will be administered on Friday, June 26, 2009 in the CIT Training Room at 2728 Capital Blvd in Raleigh NC.

Meeting was adjourned at 3:42 p.m.

Respectfully submitted,

Malcolm Blalock, RS
Secretary-Treasurer

Date Approved _____

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